Please complete all sections of this form and return it to the Office of the Registrar. It is the responsibility of the student registering for an independent/directed study to return the form by the appropriate deadline.

Name: ___________________________________________________ Hartwick ID#: __________________________

Phone #: _________________________________________________ Date: _________________________________

Students wishing to engage in a study for which no course exists but in an area in which an instructor is qualified, may pursue either an independent or directed study.

**Independent Study:** students examine specialized topics with minimal supervision.

**Directed Study:** students work closely with the instructor on an individual basis. The instructor will provide evaluations and guidance at least one hour per week during the tenure of the project.

**Conditions:**
- A student may take no more than two independent and four directed studies
- No more than four studies of any combination with the above guidelines may be taken with the same instructor unless the Committee on Academic Standards grants special permission.

**Section 1: Complete the fields below (all are required)**

**Type of Study (check one):**
- [ ] Independent
- [ ] Directed

**Year:** ________  **Term (check one):**
- [ ] Fall
- [ ] January
- [ ] Spring
- [ ] Summer 1
- [ ] Summer 2
- [ ] Summer 3

**Department (i.e. Accounting):**__________________________________________

**Location of Study (check one):**
- [ ] On Campus
- [ ] Off Campus
- [ ] Other (specify):________

**Number of Credits (circle one):**
- [ ] 1
- [ ] 2
- [ ] 3
- [ ] 4

**Study Number (check one):**
- **Independent:**
  - [ ] 398 for Juniors
  - [ ] 498 for Seniors

- **Directed:**
  - [ ] 199 for second semester Freshman
  - [ ] 299 for Sophomores
  - [ ] 399 for Juniors
  - [ ] 499 for Seniors

**Title of Study:**_________________________________________________________

**Instructor Overseeing/Issuing Grade:**_________________________________________
Section 2: Description of Study (attach additional pages as needed)

Required information for registration:

- **Objectives**: What is the purpose of the study or problem you are examining? What do you want to accomplish?
- **Procedures & Resources**: Explain what systematic approach you will use to achieve the purpose you intend. Library, survey, and field research are possibilities. You may be involved in a formal experience that does not require research, such as a workshop. What resources will you use in your project? Will people other than the professor supervising your project be involved with your work? Are libraries, computers, laboratories, or other resources adequate for what you propose?
- **Evaluation**: How will your professor/committee evaluate your work? Will you write a paper? Take an oral exam? Make a formal presentation?

Objectives: ____________________________________________________________

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Procedures & Resources: ________________________________________________

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Evaluation: ____________________________________________________________

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Section 3: Signatures for Approval for all Independent/Directed Studies

_________________________ Date

Student’s Signature

_________________________ Date

Instructor’s Signature

_________________________ Date

Department Chair’s Signature